



FINISHING OFF A BASEMENT, SECOND FLOOR ROOM OR ATTIC

Some homes built in Chesterfield Co. have basements, second floor spaces, rooms over garages or attics that were not completed when originally built, but were originally designed to be finished off at a later date.

While very little information is required to issue a permit for this work, the Building Inspection Department still needs construction plans in order to conduct the rough framing, insulation and a final inspection. If possible, submit original plans on the existing structure showing only the area being renovated or finished off.

To finish off an attic or basement or room over a garage, the contractor or homeowner must provide a drawing showing the scope of the construction:

1. Provide dimensioned plan(s) showing existing space, including existing walls, window sizes, stair location, and fixtures,
2. Specify the existing floor joist sizes and spacing, if applicable,
3. Show the location of the load bearing wall(s) below,
4. Identify and dimension all new walls and fixtures,
5. Identify the usage of the finished off space,
6. Provide a cross section through the space identifying all of the new or existing materials,
7. Provide separate electrical, mechanical and plumbing permits as applicable.

The following inspections are required:

1. Prior to dry walling, get a rough framing, plumbing, electrical and mechanical inspection. All of these inspections can be done at the same time.
2. Final building, electrical, mechanical and plumbing inspection.